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CONSTITUTION OF THE AMERICAN WATER WORKS ASSOCIATION

*Adopted June 12, 1913
Amended May 12, 1914
Amended May 12, 1915
Amended May 17, 1918
Amended June 9, 1921*

ARTICLE I

NAME

The name of this Association, a corporation organized under the laws of the State of Illinois, shall be "The American Water Works Association."

ARTICLE II

OBJECT

The object of this Association shall be the advancement of knowledge of the design, construction, operation and management of water works, and the encouragement, by social intercourse among its members, of a friendly exchange of information and experience.

ARTICLE III

MEMBERSHIP

SECTION 1. Members of this Association may be either Honorary Members, Active Members, Corporate Members, or Associate Members.

SECTION 2. An Honorary Member shall be one whose scientific or practical knowledge in matters related to public water supply, or whose accomplishments in that field of endeavor, shall entitle him to especial recognition by the Association. Honorary Members shall have the same privileges as Active Members, but shall not be required to make any payments for the support of the Association.

SECTION 3. An Active Member shall be either a Superintendent, Manager or other officer of a municipal or private water works; a civil, mechanical, hydraulic or sanitary engineer, a chemist or bacteriologist, including those acting technically as such for, and employed by, Associate Members of the Association; or any qualified person engaged in the advancement of knowledge relating to water supplies in general.

SECTION 4. A Corporate Member shall be either a Water Board or Commission, or a Water Company, and shall be entitled to one representative who shall have all the rights and privileges of an Active Member.

SECTION 5. An Associate Member shall be either a person, firm or corporation, engaged in manufacturing or furnishing materials or supplies for the construction or maintenance of water works. An Associate Membership shall entitle the holder to be represented by one person on the floor at each meeting but such representative shall not be entitled to vote or take part in any discussion unless permission is given by unanimous consent of the members present; provided, however, that Associate Members may vote on selection of the place of meeting as provided in Article 9, Section 1, each Associate Membership being entitled to one vote only.

SECTION 6. When an Active Member so changes his vocation that were he to apply for membership he would be classed as an Associate Member, he may continue as an Active Member with all the privileges of that grade, except that he shall not be eligible to any elective office in the Association.

ARTICLE IV

ADMISSION AND EXPULSION

SECTION 1. The Executive Committee may, at its discretion, at the request of any member, present the name of any person qualified for Honorary Membership, to the Association for election to that grade of membership; but the Executive Committee must, upon the written request of twenty-five members, so present the name of any such person to the Association.

SECTION 2. Any person, firm, corporation or water department desiring to become an Active, Corporate or Associate Member must make application for the grade of membership sought, upon the blank form provided by the Association. Each application

must be endorsed by two members of the Association, shall embody a concise statement of the applicant's qualifications for membership and be accompanied by the initiation fees and dues as hereinafter provided. All applications must be forwarded to the Secretary, who shall submit them to the Membership Committee, as soon as possible.

A majority affirmative vote of the Membership Committee shall elect to Active, Corporate or Associate Membership subject to review by the Executive Committee.

SECTION 3. No member whose dues are in arrears shall receive the publications of the Association until such dues are paid. Members in arrears for one year shall be dropped from the roll by the Secretary.

SECTION 4. Any member who has been suspended for non-payment of dues may be reinstated by the Membership Committee upon payment of all back dues. He shall then be entitled to receive such back numbers of the publications of the Association as may have been withheld from him on account of non-payment of dues, and are not out of print.

SECTION 5. Any member of any grade may be expelled from the Association for cause, upon the recommendation of the Membership Committee, adopted by a two-thirds vote of the members present and voting at any annual convention.

SECTION 6. Any member may retire from membership by giving written notice to that effect to the Secretary, provided that he pay all dues to that date, unless released from said payment by the Executive Committee.

ARTICLE V

FEES AND DUES

SECTION 1. Each Active Member shall pay an initiation fee of Five Dollars, and annual dues of Seven Dollars, provided that any Active Member in good standing who has paid dues continuously for thirty years shall be exempt from payment of further dues.

SECTION 2. Each Corporate Member shall pay an initiation fee of Ten Dollars, and annual dues of Ten Dollars.

SECTION 3. Each Associate Member shall pay an initiation fee of Ten Dollars, and annual dues of Fifteen Dollars.

SECTION 4. The fiscal year of the Association shall begin April 1st and terminate on March 31st. Annual dues shall be payable

in advance and shall be due on April 1st, the first day of the fiscal year covered by said dues. It shall be the duty of the Secretary to notify each member on or before March 15th of the amount due from said member for the ensuing year.

SECTION 5. Any newly elected member shall be entitled to all the publications of the Association that are distributed to its members during the year. Members elected later than December 1st shall not be required to pay the annual dues for the current year, but if they do pay said annual dues they shall receive all the publications to which members in good standing are entitled for that year.

SECTION 6. In case any application for membership shall be rejected the initiation fee and dues which accompanied the application shall be returned to the applicant.

ARTICLE VI

OFFICERS

SECTION 1. The officers of the Association shall be a President, Vice-President, Treasurer, Secretary and Editor of the Association's publications. The offices of the Secretary and Editor may be combined at the discretion of the Executive Committee.

SECTION 2. There shall be an Executive Committee in which the government of the Association shall be vested. It shall consist of the President, Vice-President, Treasurer, Secretary, Editor, the Chairman of the Finance Committee, the latest two living past Presidents and six Trustees elected to represent the six districts hereinafter established, one Trustee to be elected from each district to serve three years. The President and Secretary of the Association shall be the President and Secretary of the Executive Committee. In 1919 one Trustee shall be elected from District 1, and one from District 4, to succeed the present Trustees whose terms expire in 1919; in 1920 one Trustee shall be elected from District 2, and one from District 5, to succeed the present Trustees whose terms expire in 1920; in 1921 one Trustee shall be elected from District 3, and one from District 6, to succeed the present Trustees whose terms expire in 1921; and every year thereafter two Trustees shall be elected in the districts in which the terms of the incumbents expire.

SECTION 3. The following districts are established for the purpose of territorial representation:

District 1 shall include the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, Michigan, Wisconsin and the Dominion of Canada.

District 2 shall include the State of New York.

District 3 shall include the States of New Jersey, Pennsylvania and Delaware.

District 4 shall include the States of Ohio, Indiana and Illinois.

District 5 shall include the District of Columbia and the States of Maryland, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Missouri, Tennessee, Kentucky, Arkansas, Louisiana, Kansas, Oklahoma and Texas.

District 6 shall include all other States and Territories of the Union, and all territory outside of the United States not otherwise provided for.

The boundary lines of these districts may be changed by majority vote of the Association at any time when it becomes necessary so to do in order to preserve approximately the same number of voting members in each district. Should any Trustee be thrown into another district by changes made in the boundary lines or by change of residence, he shall serve out his term of office and be accredited as the representative either of his old district or of the district in which he resides, as the Executive Committee may determine.

SECTION 4. As the last order of business of the second session of the first day of the annual conventions the members from each District shall elect a member of the Nominating Committee to represent their respective Districts. Due notice of such election shall be prominently given in the program of the convention, which shall be mailed to the members at least three weeks previous to the opening day of the convention. The votes of the Districts shall be by ballot or acclaim and a majority vote of the members of each District present and voting shall elect the member of the Nominating Committee to represent that District. The members of the Nominating Committee so elected, together with the latest living past-president present at the convention, who shall be Chairman, shall constitute the Nominating Committee to place in nomination candidates for the offices to be filled for the following year.

The Nominating Committee shall hold a meeting at 8.30 a.m. on the second day of the convention; previous to which time suggestions of names to fill the various offices may be made by the members of the Association to the members of the Nominating Com-

mittee, or by leaving same with the Secretary of the Association prior to the meeting of the Committee; names sent to the Secretary by mail at any time prior to the meeting of the committee shall also be presented to the Committee for consideration; Nominations shall be by majority vote of the Nominating Committee, who must place in nomination one, and may place two, candidates for each office to be filled.

On or before January 10 the Nominating Committee shall report its list of nominees to the Secretary of the Association, who shall before the first day of February cause to be mailed to the membership the list of nominees selected by the Nominating Committee. At any time prior to noon on the first day of March of each year additional nominations may be made by request to the Secretary, signed by at least twenty-five Active, Honorary or Corporate members, and upon the receipt of such request the Secretary shall, after acceptance of the nomination by the candidate, add such additional nominees to the final ballot to be prepared by him. The nominees of the Nominating Committee shall head such final ballot for each office, and any additional nominees for the respective offices shall be placed under the nominees of the Committee in alphabetical order.

SECTION 5. When more than one is nominated for any of the offices to be filled, either by the nominating committee or by request, the election shall be by letter ballot. When a letter ballot is required, at least two months before the date of the annual convention a ticket shall be mailed to each member of the association entitled to vote. Each member shall be entitled to vote for one candidate for President, one candidate for Vice President, one candidate for Treasurer and two candidates for Trustees. The ballot shall be sealed separately in a special ballot envelope. This ballot envelope shall be enclosed in a larger envelope and forwarded to the Secretary. The signature of the member voting shall appear on the outer envelope.

When a letter ballot is necessary the Secretary with two canvassers appointed by the President shall meet at a time and place directed by the President, and shall open and count all ballots cast by persons entitled to vote. No ballot shall be counted if received later than noon of the seventh day previous to the beginning to the annual convention. When only one candidate is placed in nomination for each office to be filled the report of the nominating committee shall be considered as an election.

The result of the canvass for President, Vice-President, Treasurer, and Trustees shall be declared by the President at the Annual Meeting on certification of the canvassing board. The members who shall have received the highest number of votes cast for the several offices shall be declared elected. If there be a tie vote the President shall order a vote to be taken in the annual convention to decide which person of those who shall have received the same number of ballots shall be chosen.

The terms of the officers so elected shall be as follows: For the President, Vice-President, and Treasurer, each one year beginning with the close of the last day of the annual convention and ending the last day of the next annual convention, or until their successor shall have been chosen; for the Trustees, three years beginning with the close of the last day of the annual convention, or until their successors shall have been chosen.

SECTION 6. Before the close of each annual convention, the Executive Committee elected to serve during the year ensuing shall organize and elect a Secretary and an Editor, to serve until the close of the next annual convention, or until their successors are chosen.

SECTION 7. In case of inability of the President to perform the duties of his office, his position shall be temporarily filled by the Vice-President, and in case of inability of the Vice-President, his position shall be filled by one of the Trustees; the order of precedence being governed by priority in date of election as Trustee, or if the dates of election be the same, by priority in date of the admission of such Trustees to membership in the Association.

SECTION 8. All vacancies in office, except as provided in Section 7 hereof, shall be filled by vote of the Executive Committee for the unexpired term of said office as soon as practicable after said vacancy occurs.

SECTION 9. The President, Vice-President and Trustees shall be ineligible to election to the same office for consecutive terms.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. The President shall have general supervision of the affairs of the Association, and shall preside at all meetings of the Association and of the Executive Committee at which he may be present.

SECTION 2. The Executive Committee shall be the legal representative of the Association and as such shall have full control of the management of the affairs of the Association, subject to the control of the Association in regular convention; it shall make the necessary arrangements for the convention and shall have power to expend the funds of the Association or to invest the same, but must not incur indebtedness beyond the funds in the hands of the Treasurer and Secretary. The Executive Committee shall have power to prepare and enforce, for the conduct of the business of the Association, by-laws not in conflict with this Constitution. It shall hold an annual meeting at least one hour before the opening session of each annual convention. Other meetings shall be held at the call of the President or of any three members of the Executive Committee.

All questions in the Executive Committee shall be decided by a majority vote and seven members shall constitute a quorum. The Executive Committee may vote by letter upon questions submitted by the President and Secretary.

SECTION 3. The Treasurer shall have charge of the funds of the Association, shall pay bills against the Association on order of the Finance Committee certified by the Secretary and shall make a report of the expenditures and of the funds of the Association at the annual convention.

SECTION 4. The Secretary shall be an Active Member of the Association. It shall be his duty to attend all conventions and meetings of the Association and of the Executive Committee; prepare the business and duly record the proceedings thereof. He shall see that all moneys due the Association are carefully collected, and shall promptly pay the same to the Treasurer. He shall personally certify the accuracy of all bills or vouchers to the Finance Committee.

He shall, at the annual convention, make a report of the receipts and of the condition and affairs of the Association.

He shall conduct the correspondence of the Association and keep a full record of the same.

SECTION 5. The Editor shall have charge of the printing and distribution to all the members, of the Proceedings and Transactions of the Association and shall perform such other duties as are assigned to him by the Executive Committee.

The publications of the Association shall be copyrighted so far as is practicable and proper.

ARTICLE VIII

COMMITTEES

SECTION 1. There shall be four standing Committees, the Finance Committee, the Membership Committee, the Publication Committee and the Convention Committee. The members of each shall be appointed by the incoming Executive Committee. They shall serve for one year beginning with the close of the last day of the Annual Meeting or until their successors shall have been appointed. Special Committees may be appointed at any time by the President.

SECTION 2. The Finance Committee, which shall consist of three active members, shall audit and approve all bills before they shall be paid by the Treasurer. It shall examine the books of the Secretary and of the Treasurer annually or more often, and shall audit the same and report upon the same to the Executive Committee. This Committee shall also have general supervision of the finances of the Association, making such reports thereon to the Executive Committee as the exigencies of the case may require or as directed by the Executive Committee or by the Association at its annual convention.

SECTION 3. The Membership Committee, which shall consist of three members, shall examine the qualifications of and vote upon all applicants for membership nominated in due form, and report its action to the Secretary.

SECTION 4. The Publication Committee, which shall consist of five members, one of whom shall be the Editor, shall have control of the publications of the Association and shall see that all publications and papers are edited before publication, and, whenever possible, before presentation.

The committee may call to its aid members of the Association or others who have had special experience in the subject treated, to advise in regard to any paper, or to discuss the same, and may return any paper to its author for correction or amendment.

No papers containing matter either readily found elsewhere, especially advocating personal interests, carelessly prepared, purely speculative, or foreign to the purpose of the Association shall be accepted. The Committee shall prepare rules which, when approved by the Executive Committee, shall govern the preparation, presentation and publication of all papers and such other matters of similar nature as the best interests of the Association may require.

SECTION 5. The Convention Committee, which shall consist of three members, one of whom shall be the Secretary, shall investigate all invitations to hold conventions of the Association, satisfying itself that the places extending the invitations have proper facilities for the accommodation of the members and guests, for holding the meetings of the Association with its National Sections, and for Exhibits by Associate Members. This Committee shall invite the Convention Committee of the Water Works Manufacturers' Association to coöperate with it. The Committee shall prepare and send to all cities extending invitations to hold conventions a form containing such questions as may be necessary to properly inform the Committee as to the convention facilities offered. The information shall include a diagram of the rooms offered for meeting rooms, Committee and Section rooms and exhibition space, also a list of available hotels with guaranteed rates and the number that each will accommodate; points of interest to water works people, and entertainment if any, offered.

During each Annual Convention the Committee shall hold a meeting, at which advocates of various places extending invitations shall be heard, and at the time designated by the Executive Committee for the selection of the place for holding the next Annual Convention the Committee shall make a report to the convention, stating in alphabetical order the invitations received and fully and impartially set forth the advantages and facilities offered by each. Should no invitations be received it shall be the duty of the Committee to ascertain what arrangements can be made for holding a convention, and to report to the Executive Committee before the convention convenes.

The Committee, or one or more members of the Committee, may, as soon as practicable after the place for holding convention has been selected, visit such place and ascertain whether the guarantees can be fully carried out, and whether it is a suitable place for holding a convention of the Association; also, if the place is approved, to make the necessary arrangements for holding the convention. If after such visit, it is the judgment of the Committee that the place is not suitable, or does not offer proper facilities, or for any other reason it would not be for the best interests of the Association to hold its convention there, the Committee shall immediately report its findings to the Executive Committee, with its recommendations as to the meeting place for the next annual convention. The expenses of the

Committee or members of the Committee, in making such visits, to be borne by the Association, on the basis of an allowance of four cents per mile travel.

ARTICLE IX

MEETINGS

SECTION 1. The Annual Convention of the Association shall open on such Tuesday as the Executive Committee may designate, at nine o'clock, a.m., and at such place as shall have been designated by the Association at the previous convention, the selection to be by ballot. The place receiving a majority of all votes cast shall be selected as the place of meeting. All members shall be entitled to vote.

SECTION 2. The Executive Committee shall have power to change the place of meeting as in its judgment the interests of the Association may demand.

SECTION 3. The date of the Annual Convention shall be fixed by the Executive Committee not less than seventy days in advance of the meeting, and such date shall be printed on all ballots for the nomination or election of officers.

ARTICLE X

SECTIONS

SECTION 1. Local Sections may be established by the Executive Committee on receipt of a written request to that effect signed by twenty Active or Corporate Members of the Association, residing in the territory within which the Local Section is desired.

SECTION 2. National Sections consisting of Engineers, Superintendents, Chemists and Bacteriologists, Accountants or other classes of persons included in the membership of the Association, may be established by the Executive Committee on the request of thirty members. Any member of the Association may register in any National Section of the Association in which he is interested.

SECTION 3. Such Sections, which shall consist only of members of this Association in good standing, shall elect their own officers and committees, subject to confirmation by the Secretary of the Association as to their standing in the Association; and may make any rules

for their government not inconsistent with the Constitution and By laws of the Association, but these rules must first be approved by the Executive Committee.

SECTION 4. Each Local Section as soon as established, and after its rules have been approved by the Executive Committee, may with the approval of the Finance Committee, annually receive from the Treasurer of the Association, for local use, not more than twenty-five per cent of the annual dues paid to the Association by the members of the said Local Section; except that in no case shall the total of all moneys received by any Local Section for any one fiscal year exceed the sum of One Hundred and Fifty Dollars; and except that Local Sections with small memberships, where the allotted twenty-five per cent of the annual dues paid to the Association by the members of the said Local Section does not amount to Fifty Dollars, such Local Sections shall be entitled to receive from the Treasurer of the Association, for local use, not more than Fifty Dollars in any one fiscal year.

The Treasurer of each Local Section shall forward to the Secretary of the Association his application endorsed by the presiding officer of the Section for such portions of the said sums above specified as may be needed; and upon receipt of such application the Secretary shall request the Finance Committee to authorize the Treasurer of the Association to pay such sums to the Treasurer of the Local Section. These moneys may be used by the Local Section only in payment of necessary operating expenses incurred by the Section, such as printing, stationery, postage, rent and care of meeting room, light, fuel, stenographer, and stereopticon operator services at meetings, etc.

At the end of each fiscal year the Treasurer of each Local Section shall submit a certified copy of his accounts to the Secretary of the Association, the same being itemized and showing the balance on hand of the funds received from the Association. This balance shall be returned to the Secretary of the Association, or shall be charged to the Local Section as a portion of its quota for the following year.

SECTION 5. The presiding officer of each section shall be an Honorary Vice-President of the Association.

SECTION 6. Any section may be dissolved by the Executive Committee for good and sufficient reasons.

ARTICLE XI

GENERAL

SECTION 1. Any member may, with the concurrence of the presiding officer, admit friends to the meetings of the Association, but such persons shall not take part in the discussions without the consent of the convention; and the privilege of the floor can only be granted to a non-member by unanimous consent.

SECTION 2. The Secretary shall send notice to all members of the Association at least fifteen days before the annual convention, giving the titles of papers to be read and mentioning any special business to be considered at said convention.

ARTICLE XII

AMENDMENTS

SECTION 1. All proposed amendments to the Constitution shall be submitted in writing to the Executive Committee which at its discretion may bring them before the next Annual Convention of the Association, but the Executive Committee must do so on the request in writing of five members of the Association.

SECTION 2. To pass an amendment to the Constitution, an affirmative vote of two-thirds of the members present and voting at said convention shall be required.